Grievance Submission Form

Grievance #: Click or tap here to enter text.

Name of Grievant: Click or tap here to enter text.

Date of Grievance Filing: Click or tap here to enter text.

FIRST STEP: Presentation

Preparation for Presentation of Grievance to Immediate Supervisor

1. Provide a statement of the grievance, section numbers of the Agreement that were allegedly violated, and the remedy sought.
	1. Statement of grievance:

Click or tap here to enter text.

* 1. Section(s) of express term(s) of the Agreement allegedly violated:

Click or tap here to enter text.

* 1. Remedy sought:

Click or tap here to enter text.

1. The grievant will notify their immediate supervisor, in writing, that they wish to present a grievance.
2. Date received by immediate supervisor: Click or tap to enter a date.
3. Within five (5) University days of receipt of the grievance, the immediate supervisor will set a time and date for the oral presentation of the grievance.
4. Date presented and discussed with immediate supervisor: Click or tap to enter a date.
5. Disposition by immediate supervisor:

Click or tap here to enter text.

Signature of Immediate Supervisor Date

1. Date received by grievant and/or Faculty Association: Click or tap to enter a date.
2. Position of grievant and/or Faculty Association:

Click or tap here to enter text.

Signature of Grievant/Faculty Association Date

1. If the aggrieved faculty member does not receive a satisfactory resolution of the grievance within five (5) University Days of the oral presentation, the grievance may be submitted to the Provost for a written decision (Second Step), provided the submission is made within five (5) University Days.

SECOND STEP: Provost Review

Preparation for Presentation of Grievance to Provost

1. Provide a summary of why the remedy (if any) provided by the immediate supervisor was not accepted. Attach all evidence supporting the alleged violation of the Agreement to the grievance. Send all paperwork to the Provost. Once received by the Provost, a meeting for the hearing of the grievance will be scheduled within five (5) University days of receipt. The hearing will be scheduled within ten (10) University days of receipt.
2. Date received by Provost: Click or tap to enter a date.
3. Date of hearing by Provost: Click or tap to enter a date.
4. Disposition of Provost:

Click or tap here to enter text.

Signature of Provost Date

1. Date received by grievant and/or Faculty Association: Click or tap to enter a date.
2. Position of grievant and/or Faculty Association:

Click or tap here to enter text.

Signature of Grievant/Faculty Association Date

THIRD STEP: Review Conference

1. Date received by Human Resources Office: Click or tap to enter a date.
2. The Human Resources Office will schedule a Review Conference meeting for restatement of the Faculty Association’s and the University’s positions on the grievance within ten (10) University days of receipt of the grievance.
3. If an arbitral grievance cannot be settled within ten (10) University days of the Review Conference, the grievance may be referred to arbitration.
4. Position of grievant and/or Faculty Association:

Click or tap here to enter text.

Signature of Grievant/Faculty Association Date

1. Position of the University:

Click or tap to enter a date.

Signature of Director of Human Resources Date

FOURTH STEP: Arbitration

1. Date submitted to arbitration: Click or tap to enter a date.
2. Decision of Arbitrator:

Click or tap here to enter text.

Signature of Arbitrator Date